

## Division of Student Affairs Assessment Components

The components of the assessment plan, along with a suggested review cycle, are listed below. Each component informs other components within the assessment plan.

Contents	Description	Suggested frequency	FY 19 Deadlines
<b>Mission</b>	A mission statement should explain why your department exists and what it hopes to achieve in the future. It articulates the unit's essential nature, its values and its work. The Mission determines goals and learning outcomes, which drive the priorities for assessment.	Every 3-5 years	Review/update by January 2019
			
<b>Department Goals</b>	Goals are broad long-term aims for desired accomplishments that align with the unit's Mission Statement. Goals may relate to student learning or department Administrative Outcomes. Departments should have between 5 and 7 goals.	Every 3-5 years	Review/write by March 2019
			
<b>Student Learning Outcomes (SLOs)</b>	SLOs describe the abilities, skills, knowledge that you want students in your program to acquire. SLOs align with the units mission statement and goals. Each SLO must be singular and measurable. Departments should develop a set of outcomes and review every 3-5 years.	Every 3-5 years	Review/write by May 2019
			
<b>Annual Assessment Plan</b>	The annual assessment plan should designate 3-5 objectives from the department goals and/or student learning outcomes that will be measured and improved upon. Objectives should directly align with department goals and be focused on improvement/action.	Every year	Due in July 2019 for 19-20
			
<b>Five-year Assessment Map</b>	The five year map outlines in which years each of the department goals and learning outcomes will be assessed over a 5-year period. Each goal and learning outcome should be assessed at least once.	Every 5 years	Due in July for 2019-2026 or other 5-year timeline if department already has
			
<b>Program Review</b>	Program review is a systematic process, objective and impartial self-evaluation of how effective a program/department is working. The mission, goals, learning outcomes and assessment plans for the review period are essential elements. Program reviews should document improvements and changes made during the review to improve student learning and institutional effectiveness. It is suggested that departments use the CAS standards as the standard guide. A secondary option is an accreditation process or guidelines established by a professional organization relative to the department's function.	Every 5-7 years	By July 2019, identify dates for next program review